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REQUEST FOR QUOTATION

RFQ No. **21-0621 SHOPPING (b)**

Date: **July 12, 2021**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

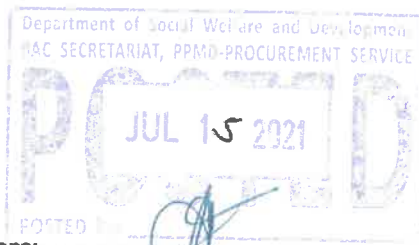
Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

**As a condition for award, you will be required to submit your Mayor's/Business Permit. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.**

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to quotations@dswd.gov.ph not later than 19 July 2021 at 1:00 p.m. . Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.



Very truly yours,

**WILLIAM V. GARCIA, JR.**

Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
- Good/s shall be delivered within **Ten (10) working days from receipt of Purchase Order (PO).**
- Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion of supporting documents.**  
Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).**  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**

**SHIRLEY L. DE GUZMAN**

Procurement Officer

(Signature over Printed Name)

Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register."

RFQ No. **21-0621 Shopping B**  
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Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	4	piece	Stamp pad ink, purple or violet 50ml (min.)	50.00			
	25	piece	Note Pad, stick on, 50mmx76mm (2"x3") min	37.06			
	25	piece	Note Pad, stick on, 76mmx100mm (3"x4") min	59.28			
	600	ream	Paper, multicopy, 80gsm, size: 210mmx297mm	250.00			
	40	pack	Battery, dry cell, AA, 2 pcs per blister pack	90			
	10	jar	Glue, all purpose, gross weight: 200 grams min	73			
	20	roll	Tape, masking, width: 48mm (+1 mm)	106.6			
	20	roll	Tape, packaging, width: 48mm (+1 mm)	22.36			
	48	can	Disinfectant spray, aerosol type, 400-500 grams	500			
	10	bundle	Rags, all cotton, 32 pcs per kilogram min	80			
	150	piece	Face shield, direct splash protection (Acetate)	126.8			
1			- anti-spray, anti-fogging, anti-smoke, oil splash proof, anti-exhaust and winproof sand				
	1500	piece	Surgical Mask	14.04			
			- surgical, disposable, ear loop, 3-ply and wired				
	25	box	Clip, backfold, all metal, clamping: 25mm (-1mm)	15.27			
			- thickness of metal: 0.22mm (min)				
			- diameter of clip handler: 1,20mm (min)				
	25	box	Fastener, metal, 70mm between prongs	83.41			
	45	pack	Folder, tagboard, for A4 size documents	279			
	10	set	Marker, fluorescent, 3 assorted colors per set	48.72			
	2	box	Pencil, lead w/ eraser, wood cased, hardness: HB	20.79			
			12 pcs/box				

PURPOSE : Supply and Delivery of Various Office Supplies for CIU

PR No. 01-20001-PR-2021-04-00166

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

SHIRLEY L. DE GUZMAN

Procurement Officer

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

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(Signature over printed name)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	5	piece	Stamp Pad, felt, bed dimension: 60mm x 100mm min	50.00			
	30	piece	Puncher, paper, heavy duty, with two hole guide	150.80			
	60	piece	Staple Wire, standard type, load cap: 200 staples min	180.20			
	50	piece	Staple Remover, plier-type	100.00			
	100	piece	ID Jacket with string 3"x4", 50 pcs/set	15.00			
	150	piece	Ballpoint pen, fine point, black	10.00			
	150	piece	Ballpoint pen, fine point, blue	10.00			
	20	piece	Bristol Board, A4 size, blue, 220 gsm, 100 pcs/pac	280.00			
	20	piece	Bristol Board, A4 size, green, 220 gsm, 100 pcs/pac	20.00			
	20	piece	Bristol Board, A4 size, yellow, 220 gsm, 100 pcs/pac	20.00			
	20	piece	Bristol Board, A4 size, orange, 220 gsm, 100 pcs/pac	20.00			
	20	piece	Bristol Board, A4 size, pink, 220 gsm, 100 pcs/pac	20.00			
	40	piece	Stapler remover, twin jaw	100.00			
<b>Approved Budget for the Contract: PhP 297,034.48</b>							

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